THE DEPUTY UNDER SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

November 15, 2012

MEMORANDUM FOR DIRECTOR, INFORMATION SECURITY OVERSIGHT OFFICE

SUBJECT: FY-12 Information Security Program Data Report (SF 311)

The Department of the Navy (DON) completed the annual Information Security Program Data Report using the Standard Form 311. The consolidated report is attached. My point of contact for this matter is Mrs. Kate Fuster, 703-601-0543, or email at kate.fuster@navy.mil.

Robert Martinage

Attachments:
As stated

The SF 311 form is currently under revision. When the revision is complete, it will appear the same as this attachment. For FY 2012, please use this attachment to respond. The only part that has changed is Part E.

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information	
1. Enter the **Fiscal Year** that this report covers.	1. **2012**
2. Identify the **Department, Independent agency, or Establishment** that is covered by this report.	2. Department of the Navy
3. Enter the name, title, address, phone, fax, and e-mail address of the **Senior Agency Official** (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3. Wendy Kay, DUSN PPO&I, wendy.kay1@navy.mil, (703) 601-0478 201 12th St South Arlington, VA 22202
4. Enter the name, title, phone, fax, and e-mail address for the **point-of-contact** responsible for answering questions about this report.	4. Kate Fuster, Head Classification Management, 703-601-0543, Kate.fuster@navy.mil, 12th St South Arlington, VA 22202

PART B: Officials with Original Classification Authority		
5. Enter the number of agency officials whose **highest level** of original classification authority is **TOP SECRET**.	5.	52
6. Enter the number of agency officials whose **highest level** of original classification authority is **SECRET**.	6.	34
7. Enter the number of agency officials whose **highest level** of original classification authority is **CONFIDENTIAL**.	7.	0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8.	86

PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.)

9. Enter the number of **original TOP SECRET** classification decisions made during the reporting period **with declassification instructions of 10 years or less.**	9.	0
10. Enter the number of **original TOP SECRET** classification decisions made during the reporting period **with declassification instructions ranging from over 10 years to 25 years.**	10.	4
11. **Total** number of **TOP SECRET** original classification decisions. (Sum of blocks 9 & 10).	11.	4
12. Enter the number of **original SECRET** classification decisions made during the reporting period **with declassification instructions of 10 years or less.**	12.	0
13. Enter the number of **original SECRET** classification decisions made during the reporting period **with declassification instructions ranging from over 10 years to 25 years.**	13.	4438
14. **Total** number of **SECRET** original classification decisions. (Sum of blocks 12 & 13)	14.	4438
15. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period **with declassification instructions of 10 years or less.**	15.	0
16. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period **with declassification instructions ranging from over 10 years to 25 years.**	16.	516
17. **Total** number of **CONFIDENTIAL** original classification decisions. (Sum of blocks 15 & 16)	17.	516
18. **Total** number of original classification decisions. (Sum of blocks 11, 14, & 17)	18.	4958

PART D: Derivative Classification Decisions

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.)

19. Enter the number of **derivative TOP SECRET** classification decisions made during the reporting period.	19.	19720
20. Enter the number of **derivative SECRET** classification decisions made during the reporting period.	20.	720542
21. Enter the number of **derivative CONFIDENTIAL** classification decisions made during the reporting period.	21.	852537
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	22.	1592799

PART E: Mandatory Declassification Review Requests and Appeals A "Request" is an individual initial review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. **For blocks 23-30, report only requests and appeals in which your agency is responsible for the final release.**	
23. Enter the number of **requests** received during the reporting period.	23. 64
24. Enter the number of **requests** closed during the reporting period.	24. 112
25. Enter the number of **requests** that have been unresolved for over one year.	25. 2
26. Enter the **average number of days** to resolve each request.	26. 450
27. Enter the number of **appeals** received during the reporting period.	27. 0
28. Enter the number of **appeals** closed during the reporting period.	28. 0
29. Enter the number of **appeals** that have been unresolved for over one year.	29. 0
30. Enter the **average number of days** to resolve each appeal.	30.
For blocks 31-32, report the number of requests and appeals that were referred to your agency, and the referring agency is responsible for the final release.	
31. Enter the number of **referred requests** received during the reporting period.	31. 145
32. Enter the number of **referred appeals** received during the reporting period.	32. 62
PART F: Mandatory Declassification Review Decisions in Pages **Count only those pages documented in blocks 23-30 above.**	
33. Enter the number of **requested pages** that were declassified **in full**.	33. 10491
34. Enter the number of **requested pages** that were declassified **in part**.	34. 80
35. Enter the number of **requested pages** that were **denied** declassification.	35. 1411
36. Total number of **requested** pages acted on. (Sum of blocks 33, 34, & 35)	36. 11982
37. Enter the number of **appealed pages** that were declassified **in full**.	37. 0
38. Enter the number of **appealed pages** that were declassified **in part**.	38. 0
39. Enter the number of **appealed pages** that were **denied** declassification.	39. 8
40. Total number of **appealed pages** acted on. (Sum of blocks 37, 38, & 39)	40. 8
PART G: Automatic, Systematic, and Discretionary Declassification Reviews	
41. Enter the number of pages **reviewed** that were subject to **automatic declassification** under section 3.3 of E.O. 13526.	41. 2258016
42. Enter the number of pages **declassified** under **automatic declassification**.	42. 1414471
43. Enter the number of pages **reviewed** that were subject to **systematic declassification** under section 3.4 of E.O. 13526.	43. 201
44. Enter the number of pages **declassified** under **systematic declassification**.	44. 52
45. Enter the number of pages **reviewed** that were subject to **discretionary declassification** under section 3.1 of E.O. 13526.	45. 6
46. Enter the number of pages **declassified** under **discretionary declassification**.	46. 2
PART H: Internal Agency Oversight	
47. Enter the number of **self-inspections conducted** by your agency, covering any aspect of the security classification program, during the reporting period.	47. 2
48. Enter the number of **challenges** processed by your agency to the classification of information believed to be **improperly classified or unclassified**. (E.O. 13526, section 1.8)	48. 0
49. Enter the number of **challenges** where the classification status was **fully affirmed**.	49. 0
50. Enter the number of **challenges** where the classification status was **overturned in whole or in part.**	50. 0
51. Enter the number of **security classification guides** created by your agency and **currently in use.**	51. ~~19~~ 877

PART I: Explanatory Comments
Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information		
1. Enter the **Fiscal Year** that this report covers.	1.	2013
2. Identify the **Department, Independent agency, or Establishment** that is covered by this report.	2.	Department of the Navy (DON)
3. Enter the name, title, address, phone, fax, and e-mail address of the **Senior Agency Official** (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3.	Robert Martinage, DUSN PPOI, 1000 Navy Pentagon, Rm 4E572, WASHDC 20350-1000, Ph# 703-616-7038, Fax# 703-695-7412, robert.martinage@navy.mil,
4. Enter the name, title, phone, fax, and email address for the **point-of-contact** responsible for answering questions about this report.	4.	Bridget DelGrosso, Security Specialist, Ph# 703-601-0698, Fax# 703-601-0616, bridget.delgrosso@navy.mil
PART B: Officials with Original Classification Authority		
5. Enter the number of agency officials whose **highest level** of original classification authority is **TOP SECRET.**	5.	53
6. Enter the number of agency officials whose **highest level** of original classification authority is **SECRET.**	6.	33
7. Enter the number of agency officials whose **highest level** of original classification authority is **CONFIDENTIAL.**	7.	0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8.	86
PART C: Original Classification Decisions Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)		
9. Enter the number of **original TOP SECRET** classification decisions made during the reporting period **with declassification instructions of 10 years or less.**	9.	0
10. Enter the number of **original TOP SECRET** classification decisions made during the reporting period **with declassification instructions ranging from over 10 years to 25 years.**	10.	1
11. **Total** number of **TOP SECRET** original classification decisions. (Sum of blocks 9 & 10).	11.	1
12. Enter the number of **original SECRET** classification decisions made during the reporting period **with declassification instructions of 10 years or less.**	12.	3
13. Enter the number of **original SECRET** classification decisions made during the reporting period **with declassification instructions ranging from over 10 years to 25 years.**	13.	25
14. **Total** number of **SECRET** original classification decisions. (Sum of blocks 12 & 13)	14.	28
15. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period **with declassification instructions of 10 years or less.**	15.	0
16. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period **with declassification instructions ranging from over 10 years to 25 years.**	16.	7
17. **Total** number of **CONFIDENTIAL** original classification decisions. (Sum of blocks 15 & 16)	17.	7
18. **Total** number of original classification decisions. (Sum of blocks 11, 14, & 17)	18.	36
PART D: Derivative Classification Decisions Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)		
19. Enter the number of **derivative TOP SECRET** classification decisions made during the reporting period.	19.	207,610
20. Enter the number of **derivative SECRET** classification decisions made during the reporting period.	20.	1,896,830
21. Enter the number of **derivative CONFIDENTIAL** classification decisions made during the reporting period.	21.	460,382
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	22.	2,564,822

PART E: Mandatory Declassification Review Requests and Appeals A "Request" is an individual initial review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. **Report only requests for your agency in which your agency is responsible for the final decision.**		
23. Enter the number of **requests** received during the reporting period.	23.	80
24. Enter the number of **requests** closed during the reporting period.	24.	37
25. Enter the number of **requests** that have been unresolved for over one year.	25.	2
26. Enter the **average number of days** to resolve each request.	26.	220
27. Enter the number of **appeals** received during the reporting period.	27.	0
28. Enter the number of **appeals** closed during the reporting period.	28.	0
29. Enter the number of **appeals** that have been unresolved for over one year.	29.	0
30. Enter the **average number of days** to resolve each appeal.	30.	0
31. Enter the number of **referred requests** received during the reporting period.	31.	0
32. Enter the number of **referred appeals** received during the reporting period.	32.	0
PART F: Mandatory Declassification Review Decisions in Pages		
33. Enter the number of **requested pages** that were declassified **in full**.	33.	5,385
34. Enter the number of **requested pages** that were declassified **in part**.	34.	8
35. Enter the number of **requested pages** that were **denied** declassification.	35.	40
36. Total number of **requested** pages acted on. (Sum of blocks 33, 34, & 35)	36.	5,433
37. Enter the number of **appealed pages** that were declassified **in full**.	37.	0
38. Enter the number of **appealed pages** that were declassified **in part**.	38.	0
39. Enter the number of **appealed pages** that were **denied** declassification.	39.	0
40. Total number of **appealed pages** acted on. (Sum of blocks 37, 38, & 39)	40.	0
PART G: Automatic, Systematic, and Discretionary Declassification Reviews		
41. Enter the number of pages **reviewed** that were subject to **automatic declassification** under section 3.3 of E.O. 13526.	41.	7,170,847
42. Enter the number of pages **declassified** under **automatic declassification**.	42.	6,146,384
43. Enter the number of pages **reviewed** that were subject to **systematic declassification** under section 3.4 of E.O. 13526.	43.	0
44. Enter the number of pages **declassified** under **systematic declassification**.	44.	0
45. Enter the number of pages **reviewed** that were subject to **discretionary declassification** under section 3.1 of E.O. 13526.	45.	0
46. Enter the number of pages **declassified** under **discretionary declassification**.	46.	0
PART H: Internal Agency Oversight		
47. Enter the number of **self-inspections conducted** by your agency, covering any aspect of the security classification program, during the reporting period.	47.	215
48. Enter the number of **challenges** processed by your agency to the classification of information believed to be **improperly classified or unclassified**. (E.O. 13526, section 1.8)	48.	0
49. Enter the number of **challenges** where the classification status was **fully affirmed.**	49.	0
50. Enter the number of **challenges** where the classification status was **overturned in whole or in part.**	50.	0
51. Enter the number of **security classification guides** created by your agency and **currently in use.**	51.	~~26~~ 931

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

PART C: Block 18 decreased by 99%

-Decrease is the result of indicating the actual numbers reported from specific OCAs who provided report data, for this reporting year. We did not apply a multiplier of 26 this fiscal year, because it skews the data and results in a significantly higher number of original classification decisions then potentially performed as reflected inaccurately in the FY12 report. The number of original classification decisions have historically represented a very small percentage of the total classification activity.

PART D: Block 22 increased by 61%

-Numbers will fluctuate from year to year for varying reasons, such as operational demands occurring in the fleet, the number of DON major commands providing data and whether they collected data from subordinate commands, command resources to conduct and collect the data due to sequestration and primary focus on mission essential tasks, etc.

-Collection sampling period for FY13 was 2 weeks. The multiplier applied was 26, in order to show the total classification count of a 52-week fiscal year, per guidance provided by ISOO.

PART E: Block 26 decreased by 51%.

-Improved tools to administratively process requests and action taken to improve review time lines has resulted in the reduction.

PART F: Fluctuates based on the size and content in documents reviewed.

PART G:

-Block 41 increased by 218%

-Block 42 increased by 334%

-Increased contract support resulted in significantly more reviews. These numbers align closer with the numbers reported in FY11.

PART H:

-Block 47 increased by 99%,

-Increase reflects the actual numbers reported by DON major commands conducting self-inspections on subordinate commands.

-Block 51: Reflects activities for this FY 13. For informational purposes the total number of DON SCGs is 931.

For ISOO Use Only

ISOO Analyst Name: _____

Date of QC: _____

Analyst Initials: _____

THE DEPUTY UNDER SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

4 DEC 2014

MEMORANDUM FOR DIRECTOR, INFORMATION SECURITY OVERSIGHT OFFICE

SUBJECT: Department of the Navy Security Classification Program Data Report (SF 311) For Fiscal Year 2014

The Department of the Navy completed the annual Security Classification Program Data Report using the Standard Form 311. Significant variations noted this fiscal year in comparison to fiscal year 2013 are explained in the attached form.

Questions regarding this report may be addressed to Carmen Lanier, (703) 601-0528 or carmen.lanier@navy.mil.

Jodi Greene

Attachment:
As stated

Copy to:
OUSD(I)

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information		
1. Enter the Fiscal Year that this report covers.	1.	2014
2. Identify the Department, Independent agency, or Establishment that is covered by this report.	2.	Department of the Navy
3. Enter the name, title, address, phone, fax, and e-mail address of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3.	Jodi Greene, Deputy Under Secretary of the Navy, Policy (DUSN(P)), 1000 Navy Pentagon, Rm 4E572, WASHDC 20350-1000, Ph# 703-614-7038, Fax# 703-695-7412, jodi.greene@navy.mil
4. Enter the name, title, phone, fax, and email address for the point-of-contact responsible for answering questions about this report.	4.	Clayton Lamer, Security Specialist, DON Information Security Policy, DUSN(P) Security Directorate, 1000 Navy Pentagon, Rm 4E572, WASHDC 20350-1000, Ph# 703-601-0528, Fax# 703-608-0616, carsten.lamer@navy.mil

PART B: Officials with Original Classification Authority		
5. Enter the number of agency officials whose **highest** level of original classification authority is TOP SECRET.	5.	53
6. Enter the number of agency officials whose **highest** level of original classification authority is SECRET.	6.	29
7. Enter the number of agency officials whose **highest** level of original classification authority is CONFIDENTIAL.	7.	0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8.	82

PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)

9. Enter the number of original TOP SECRET classification decisions made during the reporting period with **declassification instructions of 10 years or less.**	9.	0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years.**	10.	1
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 & 10).	11.	1
12. Enter the number of original SECRET classification decisions made during the reporting period with **declassification instructions of 10 years or less.**	12.	1
13. Enter the number of original SECRET classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years.**	13.	18
14. Total number of SECRET original classification decisions. (Sum of blocks 12 & 13)	14.	19
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with **declassification instructions of 10 years or less.**	15.	1
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years.**	16.	2
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 & 16)	17.	3
18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	18.	23

PART D: Derivative Classification Decisions

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)

19. Enter the number of derivative TOP SECRET classification decisions made during the reporting period.	19.	78,338
20. Enter the number of derivative SECRET classification decisions made during the reporting period.	20.	2,120,144
21. Enter the number of derivative CONFIDENTIAL classification decisions made during the reporting period.	21.	567,632
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	22.	2,766,114

PART E: Mandatory Declassification Review Requests and Appeals A "Request" is an individual initial review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision.		
23. Enter the number of requests received during the reporting period.	23.	266
24. Enter the number of requests closed during the reporting period.	24.	5
25. Enter the number of requests that have been unresolved for over one year.	25.	39
26. Enter the average number of days to resolve each request.	26.	62
27. Enter the number of appeals received during the reporting period.	27.	0
28. Enter the number of appeals closed during the reporting period.	28.	0
29. Enter the number of appeals that have been unresolved for over one year.	29.	0
30. Enter the average number of days to resolve each appeal.	30.	0
31. Enter the number of referred requests received during the reporting period.	31.	277
32. Enter the number of referred appeals received during the reporting period.	32.	0
PART F: Mandatory Declassification Review Decisions in Pages		
33. Enter the number of requested pages that were declassified in full.	33.	23
34. Enter the number of requested pages that were declassified in part.	34.	0
35. Enter the number of requested pages that were denied declassification.	35.	0
36. Total number of requested pages acted on. (Sum of blocks 33, 34, & 35)	36.	23
37. Enter the number of appealed pages that were declassified in full.	37.	
38. Enter the number of appealed pages that were declassified in part.	38.	0
39. Enter the number of appealed pages that were denied declassification.	39.	0
40. Total number of appealed pages acted on. (Sum of blocks 37, 38, & 39)	40.	0
PART G: Automatic, Systematic, and Discretionary Declassification Reviews		
41. Enter the number of pages reviewed that were subject to automatic declassification under section 3.3 of E.O. 13526.	41.	12,118,465
42. Enter the number of pages declassified under automatic declassification.	42.	7,774,228
43. Enter the number of pages reviewed that were subject to systematic declassification under section 3.4 of E.O. 13526.	43.	0
44. Enter the number of pages declassified under systematic declassification.	44.	0
45. Enter the number of pages reviewed that were subject to discretionary declassification under section 3.1 of E.O. 13526.	45.	0
46. Enter the number of pages declassified under discretionary declassification.	46.	0
PART H: Internal Agency Oversight		
47. Enter the number of self-inspections conducted by your agency, covering any aspect of the security classification program, during the reporting period.	47.	281
48. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (E.O. 13526, section 1.8)	48.	171
49. Enter the number of challenges where the classification status was fully affirmed.	49.	44
50. Enter the number of challenges where the classification status was overturned in whole or in part.	50.	127
51. Enter the number of security classification guides created by your agency and currently in use.	51.	927

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

Part B:
Blocks 5-7 data reflects the number of approved Department of the Navy (DON) Original Classification Authorities. (OCAs)
Block 8 decreased by 4.65%
-Decrease is the result of one of three actions to ensure compliance with Executive Order 13526, which resulted in four OCAs relinquishing their authority.

Part C:
Block 18 decreased by 36%
-Decrease is the result of indicating the actual number of original decisions vice application of a multiplier. These numbers will fluctuate each year for various reasons, depending on new mission capabilities and technology advancements. The number of original classification decisions have historically represented a very small percentage of the total classification activity.

Part D: Block 22 increased by 7.9 %
-Collection sampling period for FY14 was any 2 week time frame (totaling 10 working days). The multiplier was 26, in order to show the total classification count of a 52-week fiscal year, per guidance by ISOO.
-Numbers will fluctuate from year to year for varying reasons, such as operational demands occurring in the fleet, the number of DON major commands providing data, command resources to conduct and collect the data, etc.

Part E and Part F:
-FY14 data varies from FY13 due to a misinterpretation of what constitutes a "final decision." In FY13 all MDR requests received and reviewed with DON equities were considered a final decision, which included requests from secondary requestors. Data in FY14 only represents MDRs received by the DON direct with a final MDR decision made by our Agency. It does not include secondary requests requiring a MDR determination of DON equities.

Part G:
Block 41 increased by 67%
Block 42 increased by 26%
-Increases are due to continued contract support, which continues to result in significantly more reviews conducted and completed.

For ISOO Use Only

ISOO Analyst Name: _____

Date of QC: _____

Analyst Initials: _____

THE DEPUTY UNDER SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

MEMORANDUM FOR DIRECTOR, INFORMATION SECURITY OVERSIGHT OFFICE

NOV 0 4 2015

SUBJECT: Department of the Navy Security Classification Program Data Report (SF 311) for Fiscal Year 2015

The Department of the Navy (DON) completed the annual Security Classification Program Data Report using the Standard Form 311. Significant variations noted this fiscal year in comparison to Fiscal Year 2014 are explained in the attached form.

The DON point of contact for this report is Ms. Carmen Lanier at (703) 601-0528 or email: carmen.lanier@navy.mil.

Jodi Greene

Attachments:
As stated

Copy to:
OUSD (I)

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information		
1. Enter the Fiscal Year that this report covers.	1.	2015
2. Identify the Department, Independent agency, or Establishment that is covered by this report.	2. DEPARTMENT OF THE NAVY	
3. Enter the name and title of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3. Jodi Greene, Deputy Under Secretary of the Navy, Policy	
4. Enter the name, title, phone, and email address for the point-of-contact responsible for answering questions about this report.	4. Carmen Lanier, DON Information Security Policy, 703-601-0528	
PART B: Officials with Original Classification Authority		
5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET.	5.	50
6. Enter the number of agency officials whose highest level of original classification authority is SECRET.	6.	17
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL.	7.	0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8.	67
PART C: Original Classification Decisions		
Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)		
9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	9.	0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	10.	2
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 & 10).	11.	2
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	12.	0
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	13.	32
14. Total number of SECRET original classification decisions. (Sum of blocks 12 & 13)	14.	32
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less.	15.	0
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	16.	32
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 & 16)	17.	32
18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	18.	66
PART D: Derivative Classification Decisions		
Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)		
19. Enter the number of derivative TOP SECRET classification decisions made during the reporting period.	19.	101,889
20. Enter the number of derivative SECRET classification decisions made during the reporting period.	20.	1,579,172
21. Enter the number of derivative CONFIDENTIAL classification decisions made during the reporting period.	21.	626,850
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	22.	2,307,911

PART E: Mandatory Declassification Review Requests and Appeals A "Request" is an individual initial review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision.	
23. Enter the number of **requests** received during the reporting period.	23. 1135
24. Enter the number of **requests** closed during the reporting period.	24. 1099
25. Enter the number of **requests** that have been unresolved for over one year.	25. 68
26. Enter the **average number of days** to resolve each request.	26. 94
27. Enter the number of **appeals** received during the reporting period.	27. 0
28. Enter the number of **appeals** closed during the reporting period.	28. 0
29. Enter the number of **appeals** that have been unresolved for over one year.	29. 0
30. Enter the **average number of days** to resolve each appeal.	30. 0
31. Enter the number of **referred requests** received during the reporting period.	31. 91
32. Enter the number of **referred appeals** received during the reporting period.	32. 5
PART F: Mandatory Declassification Review Decisions in Pages	
33. Enter the number of **requested** pages that were declassified in full.	33. 10946
34. Enter the number of **requested** pages that were declassified in part.	34. 1706
35. Enter the number of **requested** pages that were **denied** declassification.	35. 8397
36. Total number of **requested** pages acted on. (Sum of blocks 33, 34, & 35)	36. 21049
37. Enter the number of **appealed** pages that were declassified **in full**.	37. 0
38. Enter the number of **appealed** pages that were declassified **in part**.	38. 0
39. Enter the number of **appealed** pages that were **denied** declassification.	39. 0
40. Total number of **appealed** pages acted on. (Sum of blocks 37, 38, & 39)	40. 0
PART G: Automatic, Systematic, and Discretionary Declassification Reviews	
41. Enter the number of pages **reviewed** that were subject to **automatic declassification** under section 3.3 of E.O. 13526.	41. 38758611
42. Enter the number of pages **declassified** under **automatic declassification**.	42. 15245054
43. Enter the number of pages **reviewed** that were subject to **systematic declassification** under section 3.4 of E.O. 13526.	43. 3333
44. Enter the number of pages **declassified** under **systematic declassification**.	44. 2129
45. Enter the number of pages **reviewed** that were subject to **discretionary declassification** under section 3.1 of E.O. 13526.	45. 0
46. Enter the number of pages **declassified** under **discretionary declassification**.	46. 0
PART H: Internal Agency Oversight	
47. Enter the number of **challenges** processed by your agency to the classification of information believed to be **improperly classified or unclassified**. (E.O. 13526, section 1.8)	47. 57
48. Enter the number of **challenges** where the **classification status was fully affirmed**.	48. 15
49. Enter the number of **challenges** where the classification status was **overturned in whole or in part**.	49. 42

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

Part B:
Blocks 5-7 data is based on actual approved Department of the Navy (DON) Original Classification Authorities (OCAs).
Block 8 decreased by 18% - Decrease is the result of continuing efforts to reduce the number of OCAs as required per the Executive Order 13526.

Part C:
Block 18 increased by 65% - Increase is the result of actual numbers provided throughout the fiscal year (FY) for new or revised Security Classification Guides (SCG). The number of original classification decisions will fluctuate from year to year for varying reasons, such as operational demands occurring in the fleet, new technology development, guides being updated, etc.

Part D:
Block 22 decreased by 17% - The number of derivative classification decisions will fluctuate from year to year for varying reasons, such as operational demands occurring in the fleet, the number of DON commands providing data, and whether they collected data from subordinate command, command resources to conduct and collect the data and primary focus on mission essential tasks, etc.

Part E:
Block 26 increased from 62 to 94 average days, which is a 34% increase. This is due to a 77% increase from FY-14 Mandatory Declassification Review (MDR) requests reviewed. However, we are still well within the 365 day processing time permitted in ISOO Implementing Directive 1, Section 2001.33(a)(2). MDR requests will fluctuate each year depending on the number of requests received from the public.

Part F:
Block 36 - Increase is two fold, one is the result of the 77% increase in the number of MDRs received and completed during this FY in comparison to FY-14; and two, is an increase in manpower, from 1 to 10 reviewers, to process requests.

Part G:
Block 41 - Increased by 69% because 37,331,346 of the total pages reviewed were contained in backlogged records. Backlogged records were not reported in previous years due to a miss understanding of reporting requirements.
Block 42 - Increase is the direct result of the 69% increase in the total pages reviewed.
Block 43 & 44 - There is no trend analysis for this data, because the DON's Systematic Declassification Program was resurrected in January 2015.

For ISOO Use Only

ISOO Analyst Name: Tringali
Date of QC: 11/16/2015
Analyst Initials: RT

THE DEPUTY UNDER SECRETARY OF THE NAVY
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

NOV 10 2016

MEMORANDUM FOR DIRECTOR, INFORMATION SECURITY OVERSIGHT OFFICE

SUBJECT: Department of the Navy Security Classification Program Data Report (SF 311) For Fiscal Year 2016

The Department of the Navy completed the annual Security Classification Program Data Report using the Standard Form 311. Significant variations noted this fiscal year in comparison to fiscal year 2015 are explained in the attached form.

Questions regarding this report may be addressed to Mr. Christopher Macey, (703) 601-0558 or christopher.j.macey@navy.mil.

Jodi Greene

Attachment:
As stated

cc:
OUSD(I)

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information	
1. Enter the **Fiscal Year** that this report covers.	1. 2016
2. Identify the **Department, Independent agency, or Establishment** that is covered by this report.	2. Navy: Department of the Navy
3. Enter the name and title of the **Senior Agency Official** (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3. Jodi Greene, Deputy Under Secretary of the Navy (Policy) (DUSN (P))
4. **Point-of-contact** responsible for answering questions about this report:	
4a. Name:	4a. Christopher Macey
4b. Title:	4b. Security Specialist
4c. Email address:	4c. christopher.j.macey@navy.mil
4d. Phone number:	4d. (703) 601-0558

PART B: Officials with Original Classification Authority	
5. Enter the number of agency officials whose **highest level** of original classification authority is **TOP SECRET**.	5. 49
6. Enter the number of agency officials whose **highest level** of original classification authority is **SECRET**.	6. 16
7. Enter the number of agency officials whose **highest level** of original classification authority is **CONFIDENTIAL**.	7.
8. **Total** number of officials with original classification authority. (Sum of blocks 5, 6, and 7)	8. 65

PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)

9. Enter the number of **original TOP SECRET** classification decisions made during the reporting period **with declassification instructions of 10 years or less.**	9. 2
10. Enter the number of **original TOP SECRET** classification decisions made during the reporting period **with declassification instructions ranging from over 10 years to 25 years.**	10. 7
11. **Total** number of **TOP SECRET** original classification decisions. (Sum of blocks 9 and 10)	11. 9
12. Enter the number of **original SECRET** classification decisions made during the reporting period **with declassification instructions of 10 years or less.**	12. 1
13. Enter the number of **original SECRET** classification decisions made during the reporting period **with declassification instructions ranging from over 10 years to 25 years.**	13. 225
14. **Total** number of **SECRET** original classification decisions. (Sum of blocks 12 and 13)	14. 226
15. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period **with declassification instructions of 10 years or less.**	15. 0
16. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period **with declassification instructions ranging from over 10 years to 25 years.**	16. 17
17. **Total** number of **CONFIDENTIAL** original classification decisions. (Sum of blocks 15 and 16)	17. 17
18. **Total** number of original classification decisions. (Sum of blocks 11, 14, and 17)	18. 252

Navy: Department of the Navy

PART D: Derivative Classification Decisions Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)		
19. Enter the number of **derivative TOP SECRET** classification decisions made during the reporting period.	19.	173,290
20. Enter the number of **derivative SECRET** classification decisions made during the reporting period.	20.	1,366,586
21. Enter the number of **derivative CONFIDENTIAL** classification decisions made during the reporting period.	21.	242,606
22. **Total** number of derivative classification decisions. (Sum of blocks 19, 20, and 21)	22.	1,782,482
PART E: Mandatory Declassification Review Requests A "Request" is an individual initial review request, regardless of the number of documents or pages to be reviewed as part of the request. **Report only requests for your agency in which your agency is responsible for the final decision.**		
23. Enter the number of **REQUESTS received** during the reporting period.	23.	561
24. Enter the number of **REQUESTS closed** during the reporting period.	24.	198
25. **Of the REQUESTS entered into block 24, enter the number of pages that were:**	25.	
a. Declassified **in full**.	25a.	7,768
b. Declassified **in part**.	25b.	1,757
c. **Denied** declassification.	25c.	20
d. **Total** number of requested pages acted on. (Sum of blocks a, b, and c)	25d.	9,545
26. Enter the number of **REQUESTS** that have been unresolved for over one year.	26.	163
27. Enter the **AVERAGE NUMBER OF DAYS** to resolve each request.	27.	497
28. Enter the number of **REFERRED REQUESTS** received during the reporting period. (Number of requests referred to your agency from another agency)	28.	404
PART F: Mandatory Declassification Review Appeals An "Appeal" is an individual request for appeal, regardless of the number of documents or pages to be reviewed as part of the request. **Report only appeals for your agency in which your agency is responsible for the final decision.**		
29. Enter the number of **APPEALS received** during the reporting period.	29.	32
30. Enter the number of **APPEALS closed** during the reporting period.	30.	0
31. **Of the APPEALS entered into block 30, enter the number of pages that were:**	31.	
a. Declassified **in full**.	31a.	0
b. Declassified **in part**.	31b.	0 ~~150~~
c. **Denied** declassification.	31c.	0
d. **Total** number of appealed pages acted on. (Sum of blocks a, b, and c)	31d.	0 ~~150~~
32. Enter the number of **APPEALS** that have been unresolved for over one year.	32.	0
33. Enter the **AVERAGE NUMBER OF DAYS** to resolve each appeal.	33.	0 ~~14~~
34. Enter the number of **REFERRED APPEALS** received during the reporting period. (Number of appeals referred to your agency from another agency)	34.	15

PART G: Automatic, Systematic, and Discretionary Declassification Reviews		
35. Enter the number of pages **REVIEWED** that were subject to **automatic declassification** under section 3.3 of E.O. 13526.	35.	53,323,276
36. Enter the number of pages **DECLASSIFIED** under **automatic declassification**.	36.	15,912,348
37. Enter the number of pages **REVIEWED** that were subject to **systematic declassification** under section 3.4 of E.O. 13526.	37.	0
38. Enter the number of pages **DECLASSIFIED** under **systematic declassification**.	38.	0
39. Enter the number of pages **REVIEWED** that were subject to **discretionary declassification** under section 3.1 of E.O. 13526.	39.	1,020
40. Enter the number of pages **DECLASSIFIED** under **discretionary declassification**.	40.	60
PART H: Internal Agency Oversight		
41. Enter the number of **CHALLENGES** processed by your agency to the classification of information believed to be **improperly classified or unclassified**. (E.O. 13526, section 1.8)	41.	281
42. Enter the number of **CHALLENGES** where the classification status was **fully affirmed**.	42.	158
43. Enter the number of **CHALLENGES** where the classification status was **overturned in whole or in part**.	43.	123
PART I: Intelligence Community (IC) Information This section applies only to IC agencies and IC components of other agencies who *originally apply* the ORCON and ORCON-USGOV dissemination control. This information, along with ISOO's annual inspection reports will be used to inform the annual report to the DNI on the use of classification markings.		
Organization's classified disseminated analytic product (as defined in ICD 206 *Sourcing Requirements for Disseminated Analytic Product*) originally marked ORCON.		
44. Enter **PERCENTAGE** of your organization's classified disseminated analytic products originally marked **ORCON**.	44.	3.00%
45. Enter **TOTAL NUMBER** of your organization's classified disseminated analytic products originally marked **ORCON**.	45.	21
46. Enter the **NUMBER OF REQUESTS** approved for expanded dissemination of ORCON **in full**.	46.	19
47. Enter the **NUMBER OF REQUESTS** approved for expanded dissemination of ORCON **in part**. Provide explanation for partial denial in part J below.	47.	0
48. Enter the number of ORCON expanded dissemination requests **DENIED**. Provide explanation for denial in part J below.	48.	2
Organization's classified disseminated analytic product (as defined in ICD 206 *Sourcing Requirements for Disseminated Analytic Product*) originally marked ORCON-USGOV.		
49. Enter **PERCENTAGE** of your organization's analytic products originally marked **ORCON-USGOV**.	49.	8.00%
50. Enter **TOTAL NUMBER** of your organization's analytic products originally marked **ORCON-USGOV**.	50.	62
51. Provide **TOTAL NUMBER** of reports of **potential misapplication** of the ORCON marking. Provide background information on each occurrence in Part J below.	51.	0
52. Has your organization been **NEGATIVELY IMPACTED** by information being marked with ORCON or ORCON-USGOV control marking? If yes, provide explanation in Part J below.	52.	Yes

PART J: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

Part B - Blocks 5-7 data is based on actual approved Department of the Navy (DON) Original Classification Authorities (OCAs).

Part C - Block 18 increased from 66 to 252, or 282%. The DON directed an early five year Fundamental Classification Guidance Review, conducted by DON OCAs, resulting in the review of 915 DON security classification guides.

Part D - Block 22 decreased from 2,307,911 to 1,782,482, or 23%. The number of DON commands providing data, the varying two-week sampling periods directed by those commands, and the number of command personnel participating in the sampling will cause yearly variances in the number.

Part E:
Block 23 decreased from 1135 to 561, or 51%. This is based on actual requests received by the DON, which in large part come from members of the public and is subject to fluctuate yearly.

Block 26 increased from 68 to 163, or 140%. The 32 appeals received (Block 29) this fiscal year contributed to the significant increase, because further coordination with other DoD components was required. More on the impacts, resulting in the increase, are noted below.

Block 27 increased from 94 to 497 days, or 429%. The increase was due to a requester appealing a large number of DON records and a number of referrals being sent to the Office of the Secretary of Defense (OSD). The OSD has an extensive review process, often involving the Joint Staff, which frequently takes a year or more to complete and provide a response back to the DON.

Block 28 increased from 91 to 404, or 344%. The increase did not appear to have a common thread tied to any specific event or topic, except that many of the Mandatory Declassification Review (MDR) referrals came from National Archives Records Administrations (NARA) and were for documents classified as Top Secret. The large influx of MDR referrals from NARA appears to be the result of that agency clearing up a backlog.

Part F - Block 29 increased from 0 to 32, or 100%. All 32 appeals were referred to other government agencies, which have not yet responded. When the cases were not resolved by the one-year deadline, the requestor (i.e., the individual who submitted the requests for MDR) submitted 32 separate appeals to the Interagency Security Classification Appeals Panel. The DON cannot resolve these appealed cases until the other agencies forward their responses.

Part G:
Block 35 increased from 38,758,611 to 53,323,276, or 38%. The DON continually improves efficiencies for declassification actions.

Block 37 decreased from 3,333 to 0, or 100%. This is due to the DON's Declassification Program re-categorizing 90% of the previous SD reviews as discretionary reviews. The remaining 10% were re-categorized as MDR reviews.

Part H - Block 41 increased from 57 to 281, or 393%. The majority originated from one of our combatant commands (USNAVCENTCOM). Further coordination required to determine the basis. This increase impacted the follow-on data for blocks 42 and 43, challenges to the classification status affirmed and overturned.

NATIONAL ARCHIVES

Peggy Ushman <peggy.ushman@nara.gov>

RE: [Non-DoD Source] Re: DEPARTMENT OF THE NAVY STANDARD FORM (SF) 311, AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA REPORT

1 message

DelGrosso, Bridget A CIV DUSN (Policy), Security <bridget.delgrosso@navy.mil> Wed, Dec 21, 2016 at 10:52 AM
To: Peggy Ushman <peggy.ushman@nara.gov>, "Macey, Christopher J DUSN (P), Security" <christopher.j.macey@navy.mil>
Cc: "Myers, Mark A SR CIV DUSN (Policy), Security" <mark.a.myers2@navy.mil>

Peggy,

Correct, there was a data entry error and blocks 31-34 should all be "0." Sorry for the confusion. We will make a pen and ink change on our copy. I can have Chris send you the electrons of an updated version to reflect the correct data.

r/Bridget

-----Original Message-----
From: Peggy Ushman [mailto:peggy.ushman@nara.gov]
Sent: Wednesday, December 21, 2016 10:22 AM
To: Macey, Christopher J DUSN (P), Security
Cc: DelGrosso, Bridget A CIV DUSN (Policy), Security; Myers, Mark A SR CIV DUSN (Policy), Security
Subject: [Non-DoD Source] Re: DEPARTMENT OF THE NAVY STANDARD FORM (SF) 311, AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA REPORT

I was updating my spreadsheets with this year's SF 311 numbers and I realized a discrepancy I had missed earlier. Part F, block 29 states 32 appeals were received and block 30 states 0 were closed. However, block 31b states that 150 pages were declassified in part and block 33 states that it took an average of 14 days to resolve each appeal. If no appeals were closed, then the remaining blocks (31 and 33) should all be 0. Can you please check on this and let me know the correct numbers?

Thanks!

Peggy Ushman
Senior Program Analyst
Information Security Oversight Office
202-357-6866
peggy.ushman@nara.gov
pegg <mailto:peggy.ushman@af.pentagon.smil.mil> y.s.ushman.civ@mail.smil.mil pushman@nara.
<mailto:pushman@nara.csp.ic.gov> id.ic.gov

On Tue, Nov 15, 2016 at 3:39 PM, Macey, Christopher J DUSN (P), Security <christopher.j.macey@navy.mil> wrote:

Ma'am,

Per the requirements, as outlined in the Acting Director, Information Security Oversight Office memo of 15 July 2016, the attached report is submitted.

R
Mr. Christopher Macey, SFPC, SAPPC, SPIPC, ISOC
Security Specialist
DON Information Security Branch
DUSN (Policy), Security Directorate
COMM: (703) 601-0558 <tel:%28703%29%20601-0558>
FAX: (703) 601-0616 <tel:%28703%29%20601-0616>
NIPR: christopher.j.macey@navy.mil
SIPR: christopher.macey@navy.smil.mil <mailto:christopher.macey@navy.smil.mil>

THE DEPUTY UNDER SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

MEMORANDUM FOR DIRECTOR, INFORMATION SECURITY OVERSIGHT OFFICE

SUBJECT: Department of the Navy Security Classification Program Data Report (SF 311) for Fiscal Year 2017

The Department of the Navy completed the annual Security Classification Program Data Report using the Standard Form 311. Significant variations noted this fiscal year in comparison to fiscal year 2016 are explained in the attached form.

Questions regarding this report may be addressed to Mr. Christopher Macey, (703) 601-0558 or christopher.j.macey@navy.mil.

Jodi Greene

Attachment:
As stated

cc:
OUSD(I)

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information	
1. Enter the **Fiscal Year** that this report covers.	1. 2017
2. Identify the **Department, Independent agency, or Establishment** that is covered by this report.	2. Navy: Department of the Navy
3. Enter the name and title of the **Senior Agency Official** (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3. Jodi Greene, Deputy Under Secretary of the Navy (Policy) (DUSN (P))
4. **Point-of-contact** responsible for answering questions about this report:	
4a. Name:	4a. Christopher Macey
4b. Title:	4b. Security Specialist
4c. Email address:	4c. christopher.j.macey@navy.mil
4d. Phone number:	4d. (703) 601-0558

PART B: Officials with Original Classification Authority	
5. Enter the number of agency officials whose **highest level** of original classification authority is **TOP SECRET**.	5. 49
6. Enter the number of agency officials whose **highest level** of original classification authority is **SECRET**.	6. 17
7. Enter the number of agency officials whose **highest level** of original classification authority is **CONFIDENTIAL**.	7.
8. **Total** number of officials with original classification authority. (Sum of blocks 5, 6, and 7)	8. 66

PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)

9. Enter the number of **original TOP SECRET** classification decisions made during the reporting period with **declassification instructions of 10 years or less.**	9. 0
10. Enter the number of **original TOP SECRET** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years.**	10. 0
11. **Total** number of **TOP SECRET** original classification decisions. (Sum of blocks 9 and 10)	11. 0
12. Enter the number of **original SECRET** classification decisions made during the reporting period with **declassification instructions of 10 years or less.**	12. 31
13. Enter the number of **original SECRET** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years.**	13. 225
14. **Total** number of **SECRET** original classification decisions. (Sum of blocks 12 and 13)	14. 256
15. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions of 10 years or less.**	15. 4
16. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years.**	16. 38
17. **Total** number of **CONFIDENTIAL** original classification decisions. (Sum of blocks 15 and 16)	17. 42
18. **Total** number of original classification decisions. (Sum of blocks 11, 14, and 17)	18. 298

PART D: Derivative Classification Decisions Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)		
19. Enter the number of **derivative TOP SECRET** classification decisions made during the reporting period.	19.	3,621
20. Enter the number of **derivative SECRET** classification decisions made during the reporting period.	20.	83,998
21. Enter the number of **derivative CONFIDENTIAL** classification decisions made during the reporting period.	21.	44,705
22. **Total** number of derivative classification decisions. (Sum of blocks 19, 20, and 21)	22.	132,324
PART E: Mandatory Declassification Review Requests A "Request" is an individual initial review request, regardless of the number of documents or pages to be reviewed as part of the request. **Report only requests for your agency in which your agency is responsible for the final decision.**		
23. Enter the number of **REQUESTS** received during the reporting period.	23.	768
24. Enter the number of **REQUESTS** closed during the reporting period.	24.	682
25. **Of the REQUESTS entered into block 24, enter the number of pages that were:**	25.	
a. Declassified **in full.**	25a.	7580
b. Declassified **in part.**	25b.	6188
c. **Denied** declassification.	25c.	5,464
d. **Total** number of requested pages acted on. (Sum of blocks a, b, and c)	25d.	19,232
26. Enter the number of **REQUESTS** that have been unresolved for over one year.	26.	800
27. Enter the **AVERAGE NUMBER OF DAYS** to resolve each request.	27.	371
28. Enter the number of **REFERRED REQUESTS** received during the reporting period. (Number of requests referred to your agency from another agency)	28.	214
PART F: Mandatory Declassification Review Appeals An "Appeal" is an individual request for appeal, regardless of the number of documents or pages to be reviewed as part of the request. **Report only appeals for your agency in which your agency is responsible for the final decision.**		
29. Enter the number of **APPEALS** received during the reporting period.	29.	6
30. Enter the number of **APPEALS** closed during the reporting period.	30.	1
31. **Of the APPEALS entered into block 30, enter the number of pages that were:**	31.	
a. Declassified **in full.**	31a.	1
b. Declassified **in part.**	31b.	0
c. **Denied** declassification.	31c.	1
d. **Total** number of appealed pages acted on. (Sum of blocks a, b, and c)	31d.	2
32. Enter the number of **APPEALS** that have been unresolved for over one year.	32.	4
33. Enter the **AVERAGE NUMBER OF DAYS** to resolve each appeal.	33.	5
34. Enter the number of **REFERRED APPEALS** received during the reporting period. (Number of appeals referred to your agency from another agency)	34.	0

PART G: Automatic, Systematic, and Discretionary Declassification Reviews		
35. Enter the number of pages **REVIEWED** that were subject to **automatic declassification** under section 3.3 of E.O. 13526.	35.	41,720,708
36. Enter the number of pages **DECLASSIFIED** under **automatic declassification**.	36.	24,662,629
37. Enter the number of pages **REVIEWED** that were subject to **systematic declassification** under section 3.4 of E.O. 13526.	37.	0
38. Enter the number of pages **DECLASSIFIED** under **systematic declassification.**	38.	0
39. Enter the number of pages **REVIEWED** that were subject to **discretionary declassification** under section 3.1 of E.O. 13526.	39.	0
40. Enter the number of pages **DECLASSIFIED** under **discretionary declassification.**	40.	0
PART H: Internal Agency Oversight		
41. Enter the number of **CHALLENGES** processed by your agency to the classification of information believed to be **improperly classified or unclassified.** (E.O. 13526, section 1.8)	41.	8
42. Enter the number of **CHALLENGES** where the classification status was **fully affirmed.**	42.	7
43. Enter the number of **CHALLENGES** where the classification status was **overturned in whole or in part.**	43.	1
PART I: Intelligence Community (IC) Information This section applies only to IC agencies and IC components of other agencies who *originally apply* the ORCON and ORCON-USGOV dissemination control. This information, along with ISOO's annual inspection reports will be used to inform the annual report to the DNI on the use of classification markings.		
Organization's classified disseminated analytic product (as defined in ICD 206 *Sourcing Requirements for Disseminated Analytic Product*) originally marked ORCON.		
44. Enter **PERCENTAGE** of your organization's classified disseminated analytic products originally marked **ORCON.**	44.	0.00%
45. Enter **TOTAL NUMBER** of your organization's classified disseminated analytic products originally marked **ORCON.**	45.	0
46. Enter the **NUMBER OF REQUESTS** approved for expanded dissemination of ORCON **in full.**	46.	0
47. Enter the **NUMBER OF REQUESTS** approved for expanded dissemination of ORCON **in part.** Provide explanation for partial denial in part J below.	47.	0
48. Enter the number of ORCON expanded dissemination requests **DENIED.** Provide explanation for denial in part J below.	48.	0
Organization's classified disseminated analytic product (as defined in ICD 206 *Sourcing Requirements for Disseminated Analytic Product*) originally marked ORCON-USGOV.		
49. Enter **PERCENTAGE** of your organization's analytic products originally marked **ORCON-USGOV.**	49.	0.00%
50. Enter **TOTAL NUMBER** of your organization's analytic products originally marked **ORCON-USGOV.**	50.	0
51. Provide **TOTAL NUMBER** of reports of **potential misapplication** of the ORCON marking. Provide background information on each occurrence in Part J below.	51.	0
52. Has your organization been **NEGATIVELY IMPACTED** by information being marked with ORCON or ORCON-USGOV control marking? If yes, provide explanation in Part J below.	52.	No

PART J: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

Part B – Blocks 5-7: The numbers of Original Classification Authorities (OCA) is based on actual approved Department of the Navy (DON) OCAs.

Part C – Block 16: The number of original confidential classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years increased by 123% for this FY. DON OCAs continue to review and update Security Classification Guides.

Part D – Block 22: The total number of derivative classification decisions increased by 93%. The command-directed two-week periods used in reporting and the number of command personnel sampled will produce yearly-varied results.

Part E:

Block 23: The number of Mandatory Classification Review (MDR) requests received this FY increased from 561 to 768, or +37%. This is based on actual requests received by the DON, which is subject to fluctuate yearly.

Block 24: The number of MDR requests closed during the reporting period increased from 198 to 682, or +244%. This is the actual number of requests closed during the reporting period.

Block 26: The number of requests received by the DON that have been unresolved for over one year increased from 163 to 625, or +283%. The increase in cases that were unresolved for over one year is due in large part to one large request received during September 2016 for 10 Hollinger boxes of documents (equaling 800 cases total). Although outside the traditional MDR request bounds, DRMD MDR program agreed to process the request in a segmented fashion rather than deny the request outright. The process of reviewing this volume of material in the manner for which it was reviewed directly led to a number of the cases being open for longer than one year. However, while there were 800 cases open for one year as of 31 July, as of 30 September 2017, 175 of these cases were closed.

Block 28: The number of referred requests received during the reporting period decreased from 404 to 214, or -47%. This is the total number of requests submitted to other government agencies and libraries, and referred to the DON.

Part F – For Block 29, there was a decrease over last FY from 32 to 6, or -81%. Although the number of days to resolve an appeal (Block 33) dropped by 64%, or 5 days, over last FY (14 days), 4 cases (Block 32) have exceed the one-year time-line – this represents an approximate 400% increase over last FY (0%).

Part G – Blocks 35 and 36: This FY saw the DON review 41,720,708 pages of classified text (a 22% decrease over last FY) with 24,662,629 pages (Block 36) being declassified under automatic declassification, an increase of 55% over last FY. Although Block 35 reviews were less this year, the number of those pages reviewed and declassified represents 59% of the total pages reviewed. For last FY, the DON reviewed 53,323,276 pages of classified text only declassifying 15,912,348 pages, or 30%; for FY 17, this represents a 29% increase in declassified material no longer requiring costly technical, physical, and or personnel control measures.

Part H – Blocks 41 thru 43: The DON saw a 100% increase in the number of classification challenges to classified or unclassified information (Block 41). Of these, 87.5% were fully affirmed (Block 42) while 12.5% (Block 43) were overturned in whole or in part. This is the first year, for the period 2010 through 2017, where the number of cases fully affirmed (Block 42) exceeds those overturned in whole or in part (Block 43). This suggests the DON is doing better job at properly classifying or applying Freedom of Information Action exemptions than it has done in previous years.

SF-311
FY 2016-2017: Most Notable Changes

The most notable changes in the data reported this fiscal year in comparison to FY 2016 are as follows:

- **Original Classification Decisions, Part C, Block 16:** The number of original confidential classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years increased by 123% for this FY. DON OCAs continue to review and update Security Classification Guides ensuring continued compliance with the E.O. 13526.

- **Derivative Classification Decisions, Part D, Block 22:** The total number of derivative classification decisions increased by 93%. The command-directed two-week periods used in reporting and the number of command personnel sampled will produce yearly-varied results. Note: The numbers reported will fluctuate from year to year for varying reasons, such as operational demands occurring in the fleet; the number of DON major commands providing data; and whether they collected data from subordinate commands, command resources to conduct and collect the data, and primary focus on mission essential tasks, etc.

- **Mandatory Declassification Review Requests, Part E, Block 23:** The number of Mandatory Classification Review (MDR) requests received this FY increased from 561 to 768, or +37%. This is based on actual requests received by the DON, which is subject to fluctuate yearly.

- **Mandatory Declassification Review Requests, Part E, Block 24:** The number of MDR requests closed during the reporting period increased from 198 to 682, or +244%. This is the actual number of requests closed during the reporting period.

- **Mandatory Declassification Review Requests, Part E, Block 26:** The number of requests received by the DON that have been unresolved for over one year increased from 163 to 625, or +283%. The increase in cases that were unresolved for over one year is due in large part to one large request received during September 2016 for 10 Hollinger boxes of documents (equaling 800 cases total). Although outside the traditional MDR request bounds, DRMD MDR program agreed to process the request in a segmented fashion rather than deny the request outright. The process of reviewing this volume of material in the manner for which it was reviewed directly led to a number of the cases being open for longer than one year. However, while there were 800 cases open for one year as of 31 July, as of 30 September 2017, 175 of these cases were closed.

- **Mandatory Declassification Review Requests, Part E, Block 28:** The number of referred requests received during the reporting period decreased from 404 to 214, or -47%. This is the total number of requests submitted to other government agencies and libraries, and referred to the DON.

- **Mandatory Declassification Review Appeals, Part F, Block 29:** There was a decrease over last FY from 32 to 6, or -81%. Although the number of days to resolve an appeal (Block 33) dropped by 64%, or 5 days, over last FY (14 days), 4 cases (Block 32) have exceed the one-year time-line – this represents an approximate 400% increase over last FY (0%).

- **Automatic, Systematic, and Discretionary Declassification Reviews, Part G, Blocks 35 and 36:** This FY saw the DON review 41,720,708 pages of classified text (a 22% decrease over last FY) with 24,662,629 pages (Block 36) being declassified under automatic declassification, an increase of 55% over last FY. Although Block 35 reviews were less this year, the number of those pages reviewed and declassified represents 59% of the total pages reviewed. For last FY, the DON reviewed 53,323,276 pages of classified text only declassifying 15,912,348 pages, or 30%; for FY 17, this represents a 29% increase in declassified material no longer requiring costly technical, physical, and or personnel control measures.

- **Internal Agency Oversight, Part H, Blocks 41 thru 43:** The DON saw a 100% increase in the number of classification challenges to classified or unclassified information (Block 41). Of these, 87.5% were fully affirmed (Block 42) while 12.5% (Block 43) were overturned in whole or in part. This is the first year, for the period 2010 through 2017, where the number of cases fully affirmed (Block 42) exceeds those overturned in whole or in part (Block 43). This suggests the DON is doing better job at properly classifying or applying Freedom of Information Action exemptions than it has done in previous years.